



THURSTON COUNTY STEERING COMMITTEE

Compassion of Individuals, Power of Community



Agenda

February 13, 2013; 2:00-4:00 p.m. at L&I; Room S130

Dial in # (360) 407-3780; Pass code 188110 #

Documents Provided: 2012 TCSC Member Handbook Draft Changes.

Invitees:	<input checked="" type="checkbox"/> Chara Chamie <input type="checkbox"/> Kelli Dixon <input type="checkbox"/> Evelyn Hinken <input type="checkbox"/> Paula Larson <input checked="" type="checkbox"/> Sandy Mitchell <input checked="" type="checkbox"/> Cindy Murray	<input checked="" type="checkbox"/> Julia Ojard <input type="checkbox"/> Rebecca Orbeck <input checked="" type="checkbox"/> Cheryl Sattelberg <input checked="" type="checkbox"/> Pam Scott <input type="checkbox"/> Sherry Thomas <input checked="" type="checkbox"/> Lori Tranmer	<input checked="" type="checkbox"/> Beverly Ubias <input checked="" type="checkbox"/> Melissa Van Gorkom <input checked="" type="checkbox"/> Kelly Wilson	<input type="checkbox"/> Guest <input type="checkbox"/> Guest <input type="checkbox"/> Art – FTE Magazine	SOS Staff: <input type="checkbox"/> Stephanie Horn <input checked="" type="checkbox"/> Phillip Kerrigan <input type="checkbox"/> Heather Lucas <input checked="" type="checkbox"/> Dawn Sanquist
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Agenda:

Time	Agenda Item	Presenter	Notes/Action Items
2:00 – 2:10	Announcements	Cindy/Melissa	<p>Thurston County final numbers were 1.4 m, 4,584 emp. Donating, 22.3% of Th. Co. Employees donating. Statewide there was 5.3M donated a little less than last year with 16.99% of state employees donating.</p> <p>Kezia accepted a job that's no longer with the state. She'll no longer be participating on the committee, but did express an interest in continuing to volunteer and be present at our networking events. Julia will keep her up to date on the networking events. Rebecca Orbeck will also need to take a break from the committee but may be available to volunteer for events.</p> <p>Kelli Dixon and Sherry Thomas are on hold for participating on the committee due to family obligations/illnesses. As a result, Kelli won't be able to co-lead the Motorcycle Run.</p> <p>Susan Herr also has a medical issue and can no longer participate on our committee. These are really strong people who did a lot for us last year. We need to seriously look at what our goals are for the committee and what we want to focus on. Later, we'll have further discussion around these issues.</p>



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			<p>Kelsey got a new job and left to join the Th. Co. Food Bank. The SOS Office is not filling Randy or Kelsey's position. Philip has become Randy's position and they're not filling the marketing position. It lowers our administrative costs significantly. Dawn has taken over Kelsey's position.</p> <p>Rebecca Orbeck has decided that she can no longer be an attending member of the committee but would like to be included on the volunteer opportunities.</p> <p>We need more people on the committee so that members aren't feeling like we need to do it all. We don't want this committee to be a burden. If there are ways we can alleviate this concern, we are open to taking a look at more options. Such as going to a 1-hr. meeting instead of two or doing less fundraisers? This is on our list to discuss in further detail.</p> <p>SOS is planning the Leadership Breakfast on April 23. If you are interested in helping with this event, you may sign-up today. Just show up and find out what they need help with. WSECU will sponsor Agency Heads and Campaign Leaders, breakfast mingling to energize folks before the beginning of the campaign. SOS thought they'd go with Paprika for a Crepe Bar, and use the Columbia Room at the Capitol Campus. We'll help with the reception table, clean-up and whatever else we can do to help. Set-up will be the night before, since it's at 7:30 a.m. We will need a few people to help with name tags, talk about the committee, network, and get more applications for our committee. This time there will be a piece of the program dedicated to the county committee and urge agency heads and campaign leaders to urge others to join our committee.</p> <p>LaRee Cook has indicated that she'd like to re-join the committee and asked if we'll be having a recruiting event? Cindy and Melissa are updating the recruitment documents and will have them ready by the recognition event to help recruit more volunteers for this committee.</p>
2:10 – 3:50	Recognition Event	Kelly Wilson	<p>We plan on recognizing Randy at the recognition event. He's planning on coming.</p> <p>Survey results voted for Paprika for the Italian option. Classic Lasagne, Cannelloni and Fettuccini with two sauces.</p> <p>There was a tie between the Photo option and shooting star option so an</p>



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		<p>additional vote was taken at the meeting and the <u>Shooting Star option</u> – <u>Wins with 7 votes</u>. SOS has already used this for the productivity board in the past, so that's an advantage as they have a draft program we can edit if we would like.</p> <p>Centrepieces' for the tables at the Recognition Event - We could put a candle in the middle of fresh flowers, with a sticky note under the chair, for a giveaway. We may be able to get a good price from Costco on Roses, if we ask them now. What's available in stock? We are thinking we can do the centrepieces for around \$100 dollars.</p> <p>We could sprinkle candy and gold coins on the table. Melissa picked up a bag of them. Hearts after Valentines' Day, we could go with red hearts to go with the colour scheme. We have 35 tables at \$1.00 a bag.</p> <p>Pam is willing to supply the candles (and possibly the floral wet foam) so that we don't have cost for them. 8-inch candles – white. Melissa will work with SOS to get the vases and candy. Kelly volunteered to check with Costco on flowers.</p> <p>Awards have been chosen. Melissa thanked everyone for their participation in the screening process. All the invitations went out this week and their supervisors were invited. We have 35-tables at 8-guests at each table. We will send another invitation to all the Th. Co. Volunteers, after we have the RSVPs back, so that we can reach our capacity of 280 seats. We wanted to make certain our award winners are present.</p> <p>All TCSC members are asked to RSVP with your name and the name of your guest, please e-mail Dawn with your RSVP, by February 28.</p> <p>We can't set-up the night before but we can set-up the day of. Set up will be Noon to 3:00 p.m. for set-up the day of the event. 5:30 p.m. is the sign-in, we should be there by 5:00 p.m. so that those that arrive early. Check-in, audio, clean-up, programs, name tags, we can add one more to help with that flow to get everyone in. 2-sets of check-in plus a back-up. We will break-up the alphabet for check-in to help with check-in so that it goes quicker. Catering may do most of the clean-up, if they bring regular dishes, but if it is paper the committee will need to clear tables. It will likely take an hour or so from 8:00-9:00 p.m. for clean-up. Kelly passed</p>
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			<p>around the sign-up sheet.</p> <p>The day before on March 20 from 4:00-6:00 p.m. at Melissa's house (or office) we need at least 6-10 people there for the flower arranging.</p> <p>Lori volunteered to do the photo collage while people are coming in and mingling. This will have instrumental music.</p> <p>We have 5-awards. Which will be announced during the event, the group awards will have special certificates different than the others, and the leaders will pick-up the certificate. All of the nominees will be given a certificate; the certificates will be organized so folks can pick them up on their way out. Any remaining certificates will be sent to the campaign lead to distribute.</p> <p>Since Melissa is the only one that saw all the awards, she wanted to share that we had a lot of non-Thurston County nominations. None of them actually won, so it's a non issue, but some from Spokane, King and Walla Walla Counties.</p> <p>The committee agreed that they should not be included in the event but wanted to recognize them for their work. SOS will send a thank you note to the volunteers from other counties that were nominated for their volunteer work.</p> <p>Are we all going to wear red again or wear what we want? We have name tags this year so there's no need to wear the same colour for easy identification.</p> <p>Lori will check with Kezia to see if she is willing to take pictures? Art needs to know about the event as well.</p> <p>SOS will supply wine and glasses some will be donated. 2-bottles per table would be 70-bottles. If you'd like to donate a bottle of wine or two that's fine, but don't feel obligated. SOS may have 12-15 bottles. Cindy suggests setting up a bar rather than having the wine at the table.</p>
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2:50 – 3:00	Event Leads Discussion (Fun Run, Training, Charity Fairs)	Cindy/Melissa	<p>Dawn Sanquist is interested in helping Pam out with the Motorcycle Ride event. As we're shrinking, it's making it even harder to put on events. Cindy and Melissa will contact Dawn to see if she is still willing to be a co-chair for the Ride.</p> <p>We haven't committed as much to the Fun Run this year, because we're still finding more out about how to put on this event.</p> <p>Do we want to table anymore events? Cancelling the motorcycle ride are there any other options? Do we want to go to our volunteer base to try and fill-in?</p> <p>Cindy said that the only event she could get behind this year is the motorcycle ride. We can't put forth anymore time.</p> <p>Research on the Fun Run - Lori doesn't think we have the base to put this on and or make it profitable. If you go out and search events for runs, there is something scheduled for every weekend for the next two years? A lot of them are qualifying events for other races. She thinks it will be a lot of work for little to no profit for the charities. There is already a St. Patrick's Day Fun Run in Olympia for that year.</p> <p>The committee majority agreed that we should focus on one event and do it well, since we all are doing more with less. Everyone is very busy with their job. We don't want to fall off the radar of the motorcycle people, because we won't get back the opportunity. The event is already out on the calendar to 'save the date.' Did anyone contact GA for motorcycle run? There are more and more people coming to this event every year and they're excited about it.</p> <p>The committee would like to focus more on training and charity fairs to assist Campaign Leads and CFD volunteers with their campaigns.</p> <p>The Daily Olympian – On the Move, sports section. Send an e-mail to The Daily Olympian by Friday, and give them the information - Feb. 1 to July 2. They'll place our add for free during this time frame! Please let Cindy and Melissa know that you've requested placing an add into the newspaper or website.</p>
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			<p>We need to get volunteers off our list and all try our best to bring in one other person to assist with volunteering the day of the event. If you get the information out to the schools prior to the event, we may be able to get one or two of the high schools to assist us with making up the packets.</p> <p>We need to contact people about pit-stops, pit-stop coordinators, volunteers,</p>
3:00 – 3:05	Break	ALL Members	
3:05 – 3:30	Fun Run	Cindy/Melissa/ Lead	The committee voted 'no' on the Fun Run this year. There were enough individuals available to make a quorum decision.
3:30 – 3:50	Other Committees Discussion (Charity Fairs/ Training/ Research Groups- Ball/Other)	ALL Members	<p>Participation in Networking events – Do we want to continue? If so, how often? The committee voted to keep the networking events after the meeting, since we are all together. We will start again in April and Cindy will plan the April 10 event. Lori will plan the May 8 Networking event.</p> <p>Research committees for other events such as the Masquerade Ball, research what is involved?</p> <p>We are tabling all other events for this year, if you'd like to propose a new event for next year, please let Melissa and Cindy know and they'll place time on the agenda in March, for further discussion.</p> <p>We are trying to find a way to shorten this meeting to allow you more time with your committee. It was felt that a shorter meeting would work for us at this time and that getting all the information at this meeting is too important. Members reminded the committee that we had previously had this discussion and felt that a two hour meeting is necessary.</p>
3:50 – 3:55	Handbook Updates	ALL Members	Tabled
3:55 – 4:00	Round Table	ALL Members	No other issues at this time.

Next Meeting: March 13, 2013; 2:00-4:00 p.m. @ L&I, Room S216